

**NOAA OFFICE OF EDUCATION**

# How to Host an Undergraduate Scholar

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Guidance for Mentors

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## **HOW TO HOST AN UNDERGRADUATE SCHOLAR**

### **Background**

Annually in September, the NOAA Office of Education (OED) issues a broadcast message to NOAA offices and programs nationwide to host Undergraduate Scholarship recipients in the Educational Partnership Program (EPP) and Hollings Scholarship Program. Undergraduate scholars are U.S. citizens and full-time undergraduate students majoring in NOAA mission-related disciplines, including, but not limited to, oceanic, environmental, and atmospheric sciences, mathematics, engineering, remote sensing technology, physical and social sciences including, geography, physics, hydrology, and teacher education.

Approximately 120 scholarship recipients are selected annually in April. Scholarship recipients receive an OED-funded award that includes: academic assistance; a 10-week paid internship in NOAA mission-related research, technological, policy, management, and education activities; housing assistance; conference travel; and round-trip travel to the internship site.

### **Program Objectives**

The NOAA Hollings and EPP Undergraduate Scholarship Programs are designed to meet the following objectives.

1. The NOAA Hollings and EPP Undergraduate Scholarship Programs will enhance the pipeline of high quality, diverse students in fields of science, engineering, mathematics, and technology for the future U.S. workforce. The program will strongly recruit high quality students from throughout the United States and from all types and sizes of colleges and universities including Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities, Hispanic Serving Institutions, and other Minority Serving Institutions; and from the broad range of race/ethnicity groups.
2. More specifically, the NOAA Undergraduate Scholarship Programs will enhance the number and diversity of students who graduate with degrees and experience in NOAA mission critical sciences. The program will provide opportunities for the scholars to: become familiar with NOAA's various offices and sites; become familiar with NOAA scientific and technological programs; enhance their professional development in science, mathematics and engineering areas related to NOAA's mission; continue their education in their NOAA-related field of study; and become trained as scientists, engineers, and other technical personnel for potential employment in fields related to NOAA's mission critical sciences and goals. A unique aspect of this program is that it will challenge the students to expand beyond the broad academic foundation provided by their institution and focus on research or operational issues consistent with NOAA's mission.
3. The NOAA Undergraduate Scholarship internships will also promote interactions between NOAA and the academic community. These interactions will link NOAA's scientific and technological capabilities to those in the academic community and enhance the educational base for NOAA mission critical fields of study. By supporting scholars in this program, NOAA will

increase the number of undergraduate students actively engaged in NOAA mission critical science areas of study which will enhance the educational programs in these areas offered by academic institutions. After the summer internship(s), when the scholars return to campus, their interactions with faculty and other students will help transfer knowledge and technology from NOAA to the academic community. This will support the national capability in, and commitment to, educational programs related to NOAA's mission critical sciences.

### **Submitting an Internship Opportunity**

1. The OED Undergraduate scholars are required to participate on a project directly related to the NOAA-mission critical sciences. Hollings scholars majoring in science teacher education may participate in projects involving outreach. EPP scholars may only participate in projects involving research or operational issues consistent with NOAA's mission. Host offices are required to identify a discrete science project that the undergraduate scholar can complete within a 9-week timeframe.
2. The mentor and co-mentor must have a professional, scientific background, and be able to provide guidance to the scholar on their research/science project.
3. The mentor and/or co-mentor will be required to take mentor training if they have not had training within the last two years (see section on Mentor Training below).
4. **Internship Opportunity (IO) positions may only be submitted by NOAA employees.** To serve as a mentor for the OED Student Scholarship Programs, an IO position must be described and submitted in the online **Student Scholarship Internship Opportunity (SSIO) System** for review and approval. All projects must be substantive, with a hypothesis or objective(s) and planned outcome(s). Past and potential mentors are encouraged to submit Internship Opportunities before October 1, but opportunities may be submitted through March 31.
5. **If the proposed Mentor is not a NOAA Employee:** A non-NOAA scientist may serve as a co-mentor. Co-mentors who are not NOAA employees may participate and even lead the scholar's project under the endorsement and guidance of a NOAA scientist. The co-mentor must work at the facility where the project tasks are being conducted. NOAA employees may submit an IO on behalf of a non-NOAA scientist. The non-NOAA scientist must be identified on the IO entry form.
6. **If you are contacted directly by an EPP or Hollings Scholar:** Scholars may contact a current or potential mentor about creating an internship opportunity for them and if the mentor agrees to host the scholar, the mentor must describe the project and submit the opportunity into the SSIO system. **All Internship Opportunities must be submitted through the online SSIO system and approved.**

### **Accessing the SSIO Online System**

To access the SSIO online system, go to: <https://OedWebApps.iso.noaa.gov/ssio>. Please read the “Mentor Instructions” for creating a user account using your NOAA e-mail, and submitting an internship opportunity.

### **Review and Approval of Submitted Internship Opportunity**

- a. Once the NOAA Student Scholarship Programs Team reviews the Internship Opportunity, the status will change from Pending to Approved/Disapproved. The Mentor will receive e-mail notification within 2 business days with the status of their Internship Opportunity. An Internship Opportunity that is Disapproved will have comments attached explaining why it was not accepted. Internship opportunities are not approved if they do not describe a project. Hollings and EPP intern’s summer project should not involve conference/workshop planning. Only students majoring in science teacher education or policy will be able to participate in internships that involve public outreach or developing coursework.
- b. Students will review only the Internship Opportunities that have been approved in the system. Students will be allowed to search the opportunities starting October 1 through March 31. Scholars must select an internship by March 31.

### **Interviewing Scholars**

Scholars will begin exploring internships in the SSIO system in October. Once an Internship Opportunity is posted as available, students will begin contacting mentors to discuss their participation on the project. Mentors may receive inquiries from several scholars about their Internship Opportunity. Mentors are encouraged to interview more than one scholar to determine which student is best suited for their project. Scholars are also encouraged to contact more than one mentor about internship opportunities that interest them. Mentors are advised to inform the scholars that they are interviewing other scholars. Mentors and scholars are encouraged to follow-up with one another concerning a decision to host them.

**Note:** Most scholars plan to secure their internship by the end of November in order to conduct a site visit to the NOAA facility hosting them during their winter break from school.

### **Selecting a Scholar**

1. Once the mentor has decided on a scholar for their project, the scholar must email [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov) to inform OED that a match has been made and copy the mentor. The scholar’s name and the title of the position should be listed. The OED Scholarship programs staff will review the selection and e-mail the mentor and the student approval/disapproval within 48 hours of submission to OED. The email will also include instructions and a Travel Request Form for the site visit. Once an internship opportunity match has been approved, it will no longer be available in the SSIO system.

2. If approved, OED will recommend that the mentor and scholar decide on a time for the scholar to visit the NOAA facility. After the scholar receives the approval e-mail from the OED/Scholarship programs staff, the scholar is required to complete and submit a completed Travel Request Form to the Scholarship programs staff to request travel for the site visit. The NOAA scholar is required to e-mail the NOAA mentor their resume prior to an approved site visit. The scholar and mentor are not to purchase airline, bus, or train tickets because they will not be reimbursed.

### **Site Visit**

The site visit provides the student with the opportunity to meet with the NOAA scientist/mentor and other staff and to discuss the project in greater detail, explore housing options, and assess the local transportation requirements. The program recommends that the scholar travel during their winter or spring semester break to an approved NOAA site to finalize their summer internship.

Scholars will be permitted 3 days and 2 nights. Weekend travel is not allowed. Travel may be scheduled for departure Sunday through Thursday. Site visits are not allowed to some areas, please check with the program.

**Personal funds or funds from the host office should not be committed to site visit travel arrangements. OED WILL MAKE ALL TRAVEL ARRANGEMENTS** through the support contractor. Scholars will only be permitted ONE site visit. All site visits must be approved and scheduled by March 31. Travel to the NOAA internship site must be completed by mid-April.

### **Summer Internship**

It is a program requirement for all scholarship recipients to participate in a summer internship prior to the start of their senior year. Scholarship recipients are required to select an internship at a NOAA office or facility during a 9-week summer period. All students are required to participate in a project that can be completed within 9 weeks. The 10<sup>th</sup> week is spent in Silver Spring, Maryland, at the end of the summer presenting their project to NOAA and other scholarship recipients. Students will receive a bi-weekly stipend payment from NOAA OED for a maximum of 10 weeks. Students who report to their internship early or stay past 9 weeks will not receive a bi-weekly stipend payment beyond the 10-week time period.

The interns are not considered to be performing work or a job, rendering advisory or personal services, or providing expert advice. There is no commitment to future employment by the host organization or NOAA. Scholars are participating in the NOAA Undergraduate Scholarship Programs primarily for the experience and educational benefits they derive from conducting research in the NOAA mission sciences.

**Host Office:** The host office does not enter into an employee/employer relationship with the Undergraduate scholars. There is no cost associated with hosting an OED scholarship recipient. The Hollings and EPP Undergraduate scholars are merely seeking a summer project and NOAA scientist to guide them through a discrete science project. The internship should not be a series of small project and/or tasks or conference/workshop planning.

The official start date for summer internships is the last week in May (Tuesday following the Memorial Day holiday). Students on the semester system will start their internship by the official start date. Exceptions are granted for scholars attending colleges and universities on the quarter system, who will begin their internships mid-June and end by mid-August. Scholars may begin their summer internship before or after the last week in May, if the mentor approves their start date. Upon approval by the mentor, the scholar is to send [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov) an e-mail with the new internship start date.

The scholar must be in residence at the approved NOAA facility during the entire period of the internship appointment. The scholar's internship participation must be conducted in a manner, and according to, a time schedule that meets the overall requirements of the host office. The interns are expected to be at the host facility during normal working hours and at all times observe and conform to all applicable rules, regulations, and requirements of the facility including, but not limited to, those respecting environment, safety, and health (ES&H) and ES&H training requirements, security, operating and health physics procedures, drug free work place notification requirements, and conduct.

NOAA will not approve or pay the cost for students who rent cars during the summer internship. **OED Scholars are not permitted to drive a government vehicle.** NOAA recommends that students select a summer internship site where there is accessible public transportation if they do not own a car.

### **Internship Travel**

Hollings and EPP scholars do not have a travel budget during the summer internship. If a mentor wants their scholar to visit another office the mentor is responsible for providing those expenses. The OED has not budgeted funds for this type of activity. However, OED will make all the arrangements and provide transportation to and from the summer internship site and to Silver Spring, MD, for the Science and Education Symposium.

### **Science and Education Symposium**

The program requires that all scholars give an oral or poster presentation of their summer project at NOAA Headquarters in Silver Spring, Maryland, which concludes the 10<sup>th</sup> week of the summer internship. Scholars starting their summer internships late will return to their NOAA facility to complete the remaining weeks of their internship, pending the availability of funds.

## **Mentor's Roles and Responsibilities**

During the summer internship the scholar will need an office, computer, printer, telephone, and access to the internet and fax machine.

NOAA employees selected as mentors are required to complete Mentor Training if they have not completed mentor training within the past two years.

Program guidelines require that mentors provide day-to-day, technical and/or research guidance to the interns. During the internship period:

1. Students and mentors are required to discuss and **complete and sign a Project Plan (Hollings) or Research Project Plan (EPP) during the first two weeks of the summer internship**. Forms can be found on the Hollings or EPP Program website at: <http://www.noaa.gov/opportunities/ernest-f-hollings-undergraduate-scholarship-program> and <http://www.noaa.gov/opportunities/eppmsi-undergraduate-scholarship-program> and e-mail the signed copy to the NOAA Student Scholarship Programs staff at: [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov);
2. **Bi-weekly Project Training Records** are to be submitted to the NOAA Student Scholarship Programs staff throughout the duration of the summer internship. NOAA mentors are required to verify the scholar's Project Training Record and related tasks every two weeks. Mentors will receive an e-mail from [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov) that contains a link to verify the scholar's Project Training Record. Training record periods and instructions for completing the Project Training Record will be emailed to mentors prior to the start of the summer internship.
3. NOAA mentors are required to **conduct a mid-term assessment** with the scholar during the fourth week of the internship, and provide constructive comments to OED at [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov). A reminder will be sent to mentors in mid-June; and
4. **NOAA mentors are required to complete a final evaluation** at the end of the summer internship (evaluation form will be emailed to mentors).

## **Mentor Training**

NOAA employees selected as mentors are required to complete online mentor training recommended by the Office of Education if they have not completed mentor training in the past two years. Potential mentors in need of mentor training may visit the Commerce Learning Center (CLC) at: <https://doc.learn.com/noaa>. The CLC has web-based courses available. We recommend: "*Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships*". Upon completion, mentors should email their certificate to: [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov).



## **Scholar's Roles and Responsibilities**

**Internship Requirement:** The **Hollings scholar's** summer internship is intended to provide “hands-on” multi-disciplinary educational experience in NOAA mission critical scientific, research, technological, policy, management, and education activities. The scholar will select a specific defined project with a beginning and an end under the guidance of a mentor. The mentor must have a professional, scientific background, and will be responsible for guiding and assisting the scholar during the internship, interacting with the scholar prior to and after the internship to link the professional and academic experience.

The **EPP scholar's** summer internship is intended to provide “hands-on” research experience in NOAA mission critical scientific, research, and technological activities. The mentor must have a professional, scientific background, and will provide guidance to the scholar on their research project. The EPP scholar will select a defined scientific research project with a beginning and an end under the guidance of a trained mentor. The mentor will be responsible for guiding and assisting the scholar during the internship, interacting with the scholar prior to and after the internship to link the professional and academic experience.

Participants will be required to show proof of health/medical insurance during the internship period(s).

The program requires every scholar to give an oral or poster presentation of their summer project at NOAA Headquarters in Silver Spring, Maryland, which concludes the 10<sup>th</sup> week of the summer internship.

## **Frequently Asked Questions**

### NOAA Mentors and potential NOAA Mentors

#### **What is the role of the NOAA mentor?**

The NOAA mentor selected by the student scholar is responsible for: providing the student scholar with a NOAA-related project in support of the student scholar's academic field of study that can be completed in 10-weeks; day-to-day guidance as needed; office space; a computer; and, access to a telephone, fax, and the internet. NOAA mentors will provide guidance on the research, science, operations, outreach, or policy topic, as well as assist the student scholar in the selection of appropriate course work related to NOAA's mission for the duration of the student scholar's participation in the program. The NOAA mentor will assess the student scholar's progress during a mid-term and final evaluation; and provided constructive feedback.

Within the first two weeks of the summer internship, the NOAA mentor and scholar must complete and sign a Project Plan (Hollings Program) or Research Project Plan (EPP Program) and e-mail the signed plan to the scholarship programs staff at:

[StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov) (if hosting a Hollings scholar) and [EPP.USP@noaa.gov](mailto:EPP.USP@noaa.gov) (if hosting an EPP scholar).

The NOAA mentor is responsible for:

- completing Mentor training at: <https://doc.learn.com/noaa> (refer to Mentor Training section course selection);
- signing the student scholar's Project/Research Training Report every two weeks;
- providing guidance on technology, science, outreach, policy, operations, education, and/or research activities;
- conducting a mid-term assessment and providing the student scholar and Student Scholarships program staff with your comments;
- supporting the student scholar's presentation during the 10th week of the internship; and
- completing an evaluation form upon completion of the internship and e-mail it to [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov).

#### **How do student scholars select a NOAA mentor?**

Student scholars are provided a list of nationwide NOAA internship opportunities during the early-fall. Student scholars contact the prospective NOAA mentor to discuss the project further to determine their interest. If a mutual agreement is reached, the student must e-mail the Scholarship programs staff, and copy the mentor, that a match has been made along with the mentor's name, his/her contact information, and the title of the project selected for the 10-week summer period. The OED scholarship programs staff will review the selection and email the mentor and student approval/disapproval within 48 hours of submission to OED. If approved, OED will recommend that the mentor and scholar decide on a date and time (not to exceed three days) for the scholar to visit the NOAA facility. The scholar is required to complete and submit a completed Travel Request Form to the Scholarship programs staff to request travel for the site visit. The NOAA scholar is required to e-mail the NOAA mentor their resume prior to an

approved site visit. The scholar and mentor are not to purchase airline, bus, or train tickets because they will not be reimbursed.

**As a potential mentor with a single opportunity and several inquiries, how do I determine which student scholar is best suited for the position?**

The selection process is like a job interview. Potential student scholars are asked questions about their skills; their academic, scientific, and research interests; and their overall success in courses relevant to the NOAA mentor's project, etc. The mentor should be mindful of the information exchange with the potential scholar because the student scholars are contacting several potential mentors, and must also agree to the selection.

**Is there training available for NOAA mentors?**

Yes. NOAA employees selected as mentors are required to complete online mentor training recommended by the Office of Education if they have not completed mentor training in the past two years. Potential mentors in need of mentor training may visit the Commerce Learning Center (CLC) at: <https://doc.learn.com/noaa>. The CLC has web-based courses available. We recommend: “*Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships*”. Upon completion, mentors should email their certificate to: [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov).

**Can NOAA mentors have more than one student scholar?**

Yes. NOAA mentors may host more than one student scholar per summer provided each student scholar has a discreet project assigned to him/her; hence, student scholars may not share a NOAA project.

**Do NOAA mentors provide a NOAA Badge?**

No. NOAA Badges are obtained for scholars by the Office of Education and mailed to mentors prior to the start of the summer internship. NOAA badges are collected from the student scholars during the final week of presentations in Silver Spring, Maryland, by the NOAA Office of Education.

**Will the NOAA mentor create a NOAA e-mail account for the student scholar?**

No. NOAA OED creates and maintains NOAA e-mail accounts for all student scholars for their 2-year term in the scholarship program. The student scholars are fully supported (monthly academic stipend, summer bi-weekly stipend, housing allowance) by NOAA OED. The student scholars are part of and supported by NOAA OED for the 10 weeks they spend at NOAA operating units. The student scholars' email accounts will be maintained by the OFA Mail Admin Group and will not be transferred to the operating units.

**Can the NOAA mentor change the summer project?**

In the event a NOAA mentor needs to change the summer project, the NOAA mentor can request to change the project with the student scholar and in coordination with the OED. Project changes must be agreed upon by the NOAA mentor, student scholar and the OED. If the new project is found to be unsuitable for the student scholar, the student scholar is required to select another NOAA mentor and project for the remainder of the summer internship.

**Can the NOAA mentor assign multiple projects to the student scholar?**

No. Each student scholar must have one project which can be completed in 9-weeks. At the end of the 9 weeks, the student scholar must present the results of that project to the NOAA community in Silver Spring, Maryland.

**Can the NOAA mentor pay for the student scholar's travel to NOAA field sites and/or conferences?**

Yes. If funds are available, NOAA mentor's may travel their student scholar to NOAA field sites, conferences and meetings that would enhance the student scholar's summer internship experience and add value to their project. The Hollings Scholarship has funds to support the travel for the student scholar to two conferences during their term in the scholarship. NOAA mentors are encouraged to work with their student scholar to submit an abstract to a professional conference where the student scholar presents the results of their summer internship.

**Can the NOAA mentor attend the final presentations? Will the Office of Education pay for the NOAA mentor's travel?**

The Office of Education is unable to provide any travel support to Silver Spring, Maryland, for the NOAA mentor to attend the final week of presentations. However, NOAA mentors are encouraged to attend the final presentations both to support their student scholar as well as to assist with the judging process.

**What is the NOAA program evaluation process?**

At the end of the summer internship, NOAA mentors will receive an evaluation form from the Office of Education. NOAA mentors are asked to evaluate the student scholar's preparedness, contribution, and performance during the summer internship. Student scholars are also provided a separate evaluation form to provide feedback on their experience with the project and the NOAA mentor.